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Approved For Release 2001/07/12 : CIA-RDP78-07317A000100280001-3

DD/S&T# 3054-73

OD&E-0459-73

26 SEP 1973

MEMORANDUM FOR: CIA Records Administration Officer
SUBJECT : Revised Office of Development and Engineering,
DD/S&T, Records Control Schedule, 97-73

1. Attached are three (3) copies of the revised Office of Development and Engineering (OD&E), DD/S&T, Records Control Schedule, 97-73, forwarded for your review and approval.
2. This revision of the OD&E Records Control Schedule reflects disposal authority, where applicable, found in the GSA General Records Schedules, as well as more precise record series definition. The Schedule also establishes more realistic record retention periods, both in the interest of Archives and Records Center space conservation and in historical documentation preservation.
3. This revised OD&E Records Schedule supersedes and replaces OD&E Records Control Schedule 97-69-1, dated 26 March 1969.

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Director
of
Development and Engineering

Attachment: As stated

CLASSIFIED BY 036339

EXEMPT FROM GENERAL DECLASSIFICATION
SCHEDULE OF E.O. 13526, EXEMPTION CATEGORY:
§ 5B(1), (2), (3) or (4) (circle one or more)
AUTOMATICALLY DECLASSIFIED ON
Impossible to determine
(unless impossible, insert date or event)

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97-73

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE OFFICE OF DEVELOPMENT AND ENGINEERING



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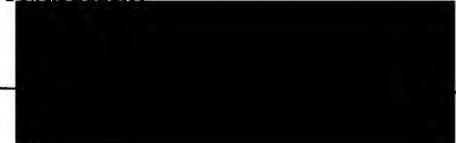
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OFFICE OF DEVELOPMENT AND ENGINEERING
RECORDS CONTROL SCHEDULE

Records Control Schedule 97-73 for the
Office of Development and Engineering
is approved and authority hereby given
to implement the disposition instructions
contained herein.

Preparation:

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10-19-73
Date

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RECORDS CONTROL SCHEDULE		SECRET	SCHEDULE NO.
OFFICE, DIVISION, BRANCH OFFICE OF DEVELOPMENT AND ENGINEERING		SIGNATURE	97-73 EX-CHIEF ENGINEER 26 SEP 1973 25X1A
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
0.	<p><u>INTRODUCTION</u></p> <p>This records control schedule covers the major categories of files and files series maintained in the Office of Development and Engineering DD/S&T, as documentation of the following Office of Development and Engineering mission and functions:</p> <p><u>Mission:</u></p> <p>To plan, program, develop, and operate highly classified technical collection systems in direct response to USIB requirements and as assigned to the CIA by EXCOM; and, in addition, perform such system development tasks as may be assigned directly by the DCI.</p> <p>To perform in-depth analytical studies of existing and/or planned systems to help provide the DCI with the support necessary for him to make informed judgments on the relative merits of such systems.</p> <p><u>Functions:</u></p> <ol style="list-style-type: none"> 1. Develop and maintain on behalf of CIA a technical and managerial staff capable of discharging assigned responsibilities in performing the mission stated above. 2. Perform detailed planning, programming, and budgeting relative to assigned tasks. 3. Solicit, select, negotiate, and contract with appropriate corporations for the research, analysis, design, development, fabrication, assembly and test of subject systems. 		

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ITEM NO.			
	<p>4. Exercise close management control over contractors to ensure specifications are met on time and at lowest cost.</p> <p>5. Provide operational support to existing systems.</p> <p>6. Conduct a continuing program of advanced systems studies and related research and development with the objective of helping to establish the basic parameters for, and defining the detailed technical and operational characteristics of new and/or improved highly classified technical collection systems.</p> <p>7. Perform specific mission analyses in devising the optimum utilization of operational and developmental technical collection systems.</p> <p>8. Coordinate and cooperate with other government offices in matters and/or projects of joint concern.</p> <p>9. Perform analyses of systems, both proposed, under development and operational, to determine their relative capabilities to satisfy intelligence requirements and conversely to analyze intelligence requirements to determine necessary system performance and characteristics.</p>	<p>SECRET</p>	<p>SECRET</p>

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100280001-3 FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	<u>POLICY FILES</u> These files are those held in the executive Office of the Director, Office of Development and Engineering, DD/S&T. These files consist of cables, dispatches, and other types of correspondence, reports, memoranda, periodic reports of OD&E activities, reports of committee meetings, and other documents relative to the direction of the Office of Development and Engineering. These records are held subjectively, and cover the period of 1963 to present.	SECRET 8.0	PERMANENT: Disposal not authorized in accordance with General Records Schedule 19, Item 1.* Break files annually, or at such time as volume considerations render the retention of these files in active file space impracticable. Retire to the Archives and Records Center. Review for declassification 29 years from date of document, except those not exempt from declassification under EO 11652 shall be reviewed earlier under the provisions of that order.
2.	<u>OD&E REGULATORY ISSUANCE FILES</u> These regulatory issuances consist of directives, notices, memoranda, and other issuances directive or informational in nature relating to the administration and management of the Office of Development and Engineering. These issuances are controlled by the Director, OD&E, and are the official OD&E record copies. Period covered: 1966 to present.	.5	PERMANENT: Disposal not authorized in accordance with General Records Schedule 16, Item 1. Maintain on a current basis. Retain superseded issuances for an additional year. Retire to the Archives and Records Center. Review for declassification 29 years from date of document, except those not exempt from declassification under EO 11652 shall be reviewed earlier under the provisions of that order.
3.	<u>CONTRACT FILES</u> These files consist of original contracts, amendments, estimates, proposals, sub-contracts, payment plans, patent and loyalty rights, correspondence, and related papers pertaining to contracts awarded with respect to the mission and functions of the Office of Development and Engineering. These files are maintained in the Contracts Staff, OD&E, and constitute official records of OD&E. These files are held by contractor name and number, and are a special case file related to programs and projects, but held separately. Period covered: 1963 to present.	35.0	PERMANENT: Disposal not authorized in accordance with General Records Schedule 19, Item 3. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Archives and Records Center. Review for declassification 29 years from date of document, except those not exempt from declassification under EO 11652 shall be reviewed earlier under the provisions of that order.

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* General Records Schedules are issued by the Administrator of General Services to provide disposition standards for records common to several or all Federal agencies, under the Records Disposal Act of 1943, and the Federal Records Act of 1950.

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
4.	<p><u>PROGRAM FILES</u></p> <p>The files covered by this category are those maintained in the OD&E components directly responsible for the administration of the special intelligence collection programs of the Office of Development and Engineering. These files consist of cables, reports, briefing aids, contractor reports, drawings, charts, plans, cost estimates, cost proposals, manuals, intelligence documents and other types of documentation related to the development and accomplishment of OD&E special activities. These files are held under established subjective file systems. The technical reports in these files are in the form of hard copy or microfiche, but not both. In most instances our record copy will be microfiche.</p> <p>Period covered: 1963 to present.</p>	<p>SECRET</p> <p>60.0</p> <p><u>PERMANENT:</u> Disposal not authorized in accordance with General Records Schedule 19, Item 1. Break files annually, or at such time as volume considerations render the retention of these files in active file space impracticable. Retire to the Archives and Records Center. Review for declassification 29 years from date of document, except those not exempt from declassification under EO 11652 shall be reviewed earlier under the provisions of that order.</p>
5.	<p><u>PROJECT FILES</u></p> <p>These files contain technical and scientific data accumulated in the process of research, development, design and analysis of systems and equipment pertinent to OD&E operations. These data are in the form of contractor reports, special committee meeting reports, mission studies, technical reports, and other documents and materials. These files are held subjectively. The technical reports are received from the contractor in microfiche or hard copy but not both. These are retired to the Records Center in either microfiche or hard copy. Period covered: 1965 to present.</p>	<p>40.0</p> <p><u>PERMANENT:</u> Disposal not authorized in accordance with General Records Schedule 19, Item 3. Retain on a current basis. When no longer needed for reference or operational purposes, screen and retire to the Archives and Records Center. Review for declassification 29 years from date of document, except those not exempt from declassification under EO 11652 shall be reviewed earlier under the provisions of that order.</p>
6.	<p><u>MISSION REPORT FILES</u></p> <p>These files consist of records pertaining to the program management, program product, including operations and accomplishment of missions mounted under OD&E special projects. These records are of permanent and temporary value, as outlined below.</p> <p>Period covered: 1963 to present.</p>	<p>SECRET</p>

ITEM NO.	Approved For Release 2001/07/12 : CIA RDP78-07317A000100280001-3 FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS	
			SECRET	
6.	<u>MISSION REPORT FILES (cont'd)</u>			
	a. <u>Program Documentation</u> These records are those that document the operational aspects of OD&E mission management and which document the organization and functions of OD&E, and provide historical and research data in support of OD&E operations.	15.0	PERMANENT: Disposal not authorized in accordance with General Records Schedule 19, Item 1. Retire when no longer needed for reference purposes to the Archives and Records Center. Review for declassification 29 years from date of document, except those not exempt from declassification under EO 11652 shall be reviewed earlier under the provisions of that order.	
	b. <u>Mission Documentation</u> These records pertain to a specific operation and include documentation through which an operation is monitored on a timely basis. Upon completion of the operation, wrap-up documentation is included in the program documentation. These records are of temporary value, and useful only for a limited reference period after an operation's termination.	75.0	TEMPORARY: Disposal authorized by General Records Schedule 19, Item 5. Retain until no longer needed for current mission purposes in OD&E, then retire to the Archives and Records Center. Destroy one (1) year after receipt in the Archives and Records Center because by that time these records will have served their research purposes.	
7.	<u>SECURITY FILES</u>			
	a. <u>Policy Files</u> These files contain memoranda, reports, cables, and other documents pertaining to security policy, and other matters involving security of OD&E activities. These files are maintained subjectively. Period covered: 1962 to present.	4.0	PERMANENT: Disposal not authorized in accordance with General Records Schedule 18, Item 1. Break files annually. Retain an additional year, and retire to the Archives and Records Center. Review for declassification 29 years from date of document, except those not exempt from declassification under EO 11652 shall be reviewed earlier under the provisions of that order.	
	b. <u>Program Files</u> These files contain memoranda, cables, inspection reports, clearance actions, and other documents related to the security of OD&E programs, projects, and facilities. These files are held subjectively. Period covered: 1958 to present.	6.0	TEMPORARY: Disposal authorized by General Records Schedule 18, Item 11. Break files annually. Retain an additional year, and retire to the Archives and Records Center. Destroy after four (4) years, or when security cognizance is terminated, whichever is sooner.	

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ITEM NO.	FILES IDENTIFICATION		
7.	<u>SECURITY FILES (cont'd)</u> c. <u>Personnel Files</u> These files consist of documents and papers pertaining to the personnel security of OD&E employees. These files are maintained alphabetically by name of the individual. Period covered: 1965 to present.	SECRET 6.0	<p><u>TEMPORARY:</u> Disposal authorized by General Records Schedule 18, Item 24. Maintain on a current basis. Retain for six (6) months after termination or transfer of the individual. Screen and forward material not previously forwarded to the Office of Security, which is the office of record for such documentation.</p>
8.	<u>BUDGET AND FINANCE FILES</u> a. <u>Policy and Program Files</u> These files are concerned with OD&E budget formulation and execution; audits; voucher payments; payroll; fund transfers; contract payments; financial record keeping; and other matters concerning financial management within OD&E. These files also include documents regarding transactions in fulfillment of contract terms such as invoices, change orders, approved vouchers, and other documentation. These files are held subjectively. Period covered: 1965 to present. b. <u>Working Files</u> These files consist of instructions, narrative and statistical statements or requirements, preliminary estimates, office estimates, copies of budget presentations and related working papers. These papers are filed subjectively. Period covered: 1965 to present.	10.0 10.0	<p><u>PERMANENT:</u> Disposal not authorized in accordance with General Records Schedule 5, Items 1 and 2. Break files annually, or at such time as volume considerations render the retention of these files in active office space impracticable. Retire to the Archives and Records Center. Review for declassification 29 years from date of document, except those not exempt from declassification under EO 11652 shall be reviewed earlier under the provisions of that order.</p> <p><u>TEMPORARY:</u> Disposal authorized by General Records Schedule 5, Item 4. Break files annually at the end of the fiscal year. Dispose of these records one (1) year after the close of the fiscal year covered by the respective budget.</p>
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9.	<p><u>CABLE FILES</u></p> <p>This file series consists of incoming and outgoing cables processed through the OD&E communication facility, pertaining to projects, programs, operations, and administration of the Office of Development and Engineering. The Program Administration Division, Support Branch, Registry Section, serves as the Cable Secretariat and is responsible for the maintenance of the official cable reference file. The official "record copy" of cables are located in the substantive files of OD&E. The Registry cables are filed by station and chronologically, thereunder.</p> <p>a. <u>Registry Cable Reference File</u></p> <p>b. <u>Extra Copies</u></p>	<p style="text-align: center;">SECRET 15.0</p> <p><u>TEMPORARY:</u> Destroy after twenty-five (25) years. Cables will be retained in current file area for six (6) months and then microfilmed. Hard copy of filmed cable will be destroyed within one (1) year after verification of the microfilm. Microfilmed file will either be retained in current file area or deposited at the Agency Records Center.</p> <p><u>TEMPORARY:</u> Destroy after three (3) months or when no longer needed for reference purposes.</p>
10.	<p><u>CRYPTIC REFERENCE FILES</u></p> <p>Identification cards and cross reference notebooks consisting of pseudonyms, true names, aliases, and sensitive operational indicators. The OD&E is the "office of record" for only the sensitive operational indicators which apply to its projects and programs. Period covered: 1966 to present.</p>	<p style="text-align: center;">.5</p> <p><u>TEMPORARY:</u> Retain on a current basis. Upon the separation of individuals, termination of projects or operations, or when otherwise made obsolete or superseded, place cards in inactive file. Hold in inactive file for one (1) year and destroy. The cryptic information that applies to OD&E operational programs, etc., will be transferred to the appropriate project file.</p>

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FILES IDENTIFICATION

DISPOSITION INSTRUCTIONS

ITEM NO.	DESCRIPTION	VOLUME	DISPOSITION INSTRUCTIONS
11.	<p><u>PERSONNEL FILES</u></p> <p>These files are those maintained in the Program Administration Division, Support Branch, Personnel Section, OD&E, as the "soft files" for OD&E personnel, and are not the official personnel files of the Agency. These files contain copies of personnel actions, fitness reports, forms, correspondence, cables, and other documents pertaining to applicants, assignment, training, processing, and other matters concerning the administration of OD&E staff or detailed personnel. These files are maintained alphabetically. Period covered: 1966 to present.</p>	<p>SECRET 10.0</p>	<p>TEMPORARY: Maintain on a current basis. Retain for six (6) months after termination or transfer of the employee. Screen and forward material not previously forwarded to the Records and Services Division, Office of Personnel, the office of record for personnel files, or the gaining office.</p>

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ITEM NO.	FILE IDENTIFICATION	DISPOSITION	REMARKS
12.	<u>LOGISTICS FILES</u>	SECRET 10.0	TEMPORARY: Disposal authorized by General Records Schedules 3 and 9, 11 and 15, covering records of a temporary nature. Break files annually. Retain an additional year, or upon completion of audits, whichever applies. Destroy after two (2) years.
13.	<u>TOP SECRET MATERIAL</u>		
	This material includes documents, cover sheets, logs, and other control papers handled in the Office of Development and Engineering and maintained under Agency top secret control procedures as managed by the OD&E/Area Top Secret Control Officer. This material is controlled centrally in the Support Branch, Registry Section, although filed in the pertinent files throughout OD&E. This material does not include documents handled under other sensitivity controls. Period covered: 1966 to present.		
	a. <u>Documents</u>	1.0	These documents are to be given the same retention periods as the files to which they pertain, and in which they are held. At the time the respective file series reaches a disposition point, these documents are to be processed through the Registry Section to insure continuing control.
	These records are controlled under the Agency system by number issued by the Agency Top Secret Control Officer.	.5	TEMPORARY: Destroy 10 years after document has been downgraded, destroyed, or sent outside CIA. (CIA Top Secret Control Officer, Office of Security ruling 12 August 1964.) Send cover sheets to CIA TS Control Officer thru Area TSCO for disposal. [REDACTED]
	b. <u>Cover Sheets (Form 26)</u>		
	These cover sheets pertain to top secret documents which have either been destroyed or transferred from the custody of the Office of Development and Engineering.		
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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS	
		VOLUME	
13.	<u>TOP SECRET MATERIAL (cont'd)</u> <u>c. Top Secret Controls</u> <p>These records include logs, signature cards (Form 36), Courier's Classified Mail Receipt (Form 240a), and other control documents as required.</p>	.5	SECRET <p><u>TEMPORARY:</u> Destroy 10 years after documents shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside control point. (CIA Top Secret Control Office, Office of Security ruling 12 August 1964.)</p>
14.	<u>CHRONOLOGICAL FILES</u> <p>These files consist of extra copies of all correspondence and memoranda originated by the Office of Development and Engineering. In these files are copies of outgoing memoranda for signature, approval and concurrence. These files are maintained for reference and convenience use. The official file is maintained by the OD&E Registry. Filed chronologically by the control number.</p> <p>a. Chrono files thru 1968</p> <p>b. Chrono files subsequent to 1968</p> <p>c. Chrono files held by the Office of Development and Engineering divisions for convenience purposes. The official file copy is maintained by the OD&E Registry.</p>	10.0	<p><u>PERMANENT:</u> Disposal not authorized in accordance with Central Records Schedule 19-1. Retire files dated thru 1968 to the Archives and Records Center. Review for declassification 29 years from date of document, except those not exempt from declassification under EO 11652 shall be reviewed earlier under the provisions of that order.</p> <p><u>TEMPORARY:</u> Cut off at end of each calendar year, retain in current file area for two (2) additional years, and then transfer to the Archives and Records Center. Destroy after ten (10) years in the Archives and Records Center.</p> <p><u>TEMPORARY:</u> Cut off at end of each calendar year, retain in current file area an additional year, then destroy.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
15.	<u>MAIL CONTROL FILES</u> These files contain Request for Office of Security Mailing (Form 1637), and other mail control documents as required. These records are maintained in the Support Branch, Registry Section. Period covered: 1967 to present.	1.0 SECRET	TEMPORARY: Disposal authorized by General Records Schedule 12, Items 6 and 7. Maintain for two (2) years and destroy.
16.	<u>DOCUMENT CONTROL FILES</u> These files contain Document Control Form 238, and are maintained in the Support Branch, Registry Section. Period covered: 1966 to present.	8.0	TEMPORARY: Disposal authorized by General Records Schedule 18, Item 3. Retain until the respective document has been either destroyed or transferred from OD&E, then remove to an inactive file. Purge the inactive file every two (2) years.
17.	<u>POUCH RECORDS</u> These files are maintained by the Support Branch, Registry Section, and contain pouch addresses, manifests, logs, and related records. Period covered: 1966 to present.	1.0	TEMPORARY: Disposal authorized by General Records Schedule 12, Item 2. Break files annually, or when no longer needed for reference purposes. Retain until program or project has been completed and then keep one additional year before destroying.
18.	<u>PUBLICATIONS</u> These files contain regulatory issuances, and other publications of DDS&T, CIA, as well as periodicals, newspapers, commercial publications, and other printed material received in the Office of Development and Engineering for reference purposes. These are not the official records of OD&E. Period covered: 1966 to present.	5.0	TEMPORARY: These records are non-record to the Office of Development and Engineering. Retain on a current basis. Destroy when superseded, obsolete, or when no longer needed for reference purposes.
19.	<u>BRIEFING FILES</u> These files consist of charts, maps, listings, briefing boards, etc., used in presentations and briefings by the Director, OD&E, and other OD&E officials.	10.0 SECRET	TEMPORARY: Disposal authorized in accordance with General Records Schedule 19, Item 14. Destroy when superseded, obsolete, or no longer needed for reference purposes except materials determined to be of future value will be transferred to the Records Center for a period of five (5) years.